

NOW HIRING

Title of Position: Civic Center Director

Supervisor: County Mayor

The Civic Center Manager directs the planning, operations and maintenance, and activities of the Carroll County Civic Center to ensure diverse events and opportunities, first class customer service, and a positive economic impact on the community.

Qualifications:

- Bachelors or Associates Degree in Business, Leadership, or relevant field; or equivalent proven experience as a director, manager, executive, or leader.
- Experience in planning and budgeting, as well as knowledge of business processes and functions. (finance, HR, procurement, operations)
- Strong analytical ability, excellent communication skills (both written and verbal), and excellent organizational and leadership skills.
- Must have a flexible schedule to accommodate the unique schedule requirements of the Civic Center.

Carroll County Government is an equal opportunity employer. Employment will be based upon consideration of the qualifications of all applicants for employment. Discrimination based upon an applicant's race, color, sex, religion, national origin, age, or disability will not be tolerated.

For inquiries, please contact Carroll County Mayor Joseph Butler at jbutler@carroll.tn.org or 731-986-1936.

To submit a résumé, please email to jbutler@carroll.tn.org.

Deadline for résumé submission: May 8, 2019 by 4:00 P.M.